



American Embassy, Manama ✧ Human Resources Office

JOB VACANCY ANNOUNCEMENT
FAUX COMMUNITY LIAISON OFFICER (CLO)

Announcement Number: 09-22

OPEN TO: All Interested Candidates (U.S. Citizens and Non-U.S. Citizen Spouses)
POSITION: **FAUX CLO** (*Position # 97005055*)
OPENING DATE: Tuesday, August 4, 2009
CLOSING DATE: Tuesday, August 18, 2009
WORK HOURS: Part-Time: 20 hours/week schedule
SALARY: *Based on a full-time, 40-hour work week*
Position grade **FP-8** (\$30,231/year) or **FP-7** (\$33,817/year)
All FP position grades are determined by HR in Washington DC

The American Embassy in Manama is seeking candidates for employment as the Faux Community Liaison Office (CLO).

BASIC FUNCTION OF THE POSITION

The FAUX Community Liaison Office Coordinator (CLO) will perform basic non-sensitive CLO functions in the areas of welcoming and orientation, community liaison, events planning, and information and resource management. The FAUX CLO would not attend country team, participate on the Emergency Action Committee (EAC), or have access to any Classified or Sensitive But Unclassified/ NOFORN information.

A copy of the complete position description listing all duties and responsibilities is available from the Embassy's Human Resources Office, extension x2937.

QUALIFICATIONS REQUIRED

Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Education:** Completion of secondary school (high school) is required.
- 2. Experience:** At least one year of relevant, full-time experience in an office environment is required.
- 3. Language:** Level 4 (fluent) speaking/reading English Including ability to clearly write and edit materials is required.
- 4. Knowledge:** Excellent understanding of Embassy organizational structure, sections and functions is required. Familiarity with Embassy or Consulate management and practices is required. Knowledge of pertinent DOS regulations, programs, and policies is required. Familiarity and expertise using a variety of Microsoft computer software and to operate general office equipment is required.
- 5. Abilities & Skills:** Aptitude to clearly write and edit materials using excellent English grammar and spelling is required. Ability to work independently, to prioritize and organize tasks, along with interpersonal skills to develop cooperative working relationships to accomplish workload is required. Flexibility, dependability and attention to detail are imperative and required.

SELECTION PROCESS

When fully qualified, U.S. citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate addresses the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of “needs improvement” or “unsatisfactory” on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Current “not ordinarily resident employees” hired under a Personal Services Agreement are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Optional Application for Federal Employment (OF-612); **or**
2. A current resume or *curriculum vitae* that provides the same information as an OF-612; **plus**
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application;
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above;

SUBMIT APPLICATION TO

Human Resources Office

Attention: Vacancy Announcement # 09-22

U.S. Embassy Manama-Bahrain/P.O. Box 26431/Bahrain

Telephone: 17-242-700 /Fax: 17-242-807

E-mail: ManamaHRO@state.gov

*** DEFINITIONS**

Ordinarily Resident (OR): A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Not Ordinarily Resident (NOR): An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the Local Compensation Plan (LCP).

U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- Spouse or unmarried child at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan, and either: (1) resides at the sponsoring employee's or uniformed service member's post of assignment abroad; or (2) resides at an Involuntary Separate Maintenance Allowance location authorized under 3 FAM 3232.2.

Eligible Family Member (EFM): An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;

- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.
- A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

CLOSING DATE FOR THIS POSITION IS TUESDAY, AUGUST 18, 2009

The American Embassy in Manama, Bahrain provides equal opportunity and fair and equitable treatment in employment to all people without regards to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal opportunity in all personnel operations through continuing diversity enhancement programs.

Approved: A/MGT & A/HRO: AAitken; Cleared: FMO: RDailey